

## EXECUTIVE EXPENSE DISCLOSURE REPORT



**Reporting Period:** October 1, 2017 to December 31, 2017  
**Executive Officer Name:** John Corlett  
**Title:** Provost  
**Office:** Office of the Provost

As a public institution, MacEwan University provides transparent reporting of expense information to ensure accountability for all travel, professional development, hosting and working session expenses incurred by or on behalf of senior executive level offices. Expense disclosure reports are posted for public view on a quarterly basis. If no report is posted for any officer for the reporting period, it means there were no applicable expenses paid during the period.

### 1. Travel and professional development

This section includes all reimbursable expenses for travel activities while on university business, attendance at and/or presenting at conferences, participating with professional organizations and participating in professional development.

Travel date(s)	Destination	Purpose	Airfare	Transportation[1]	Accommodation	Meals[2]	Other[3]	Total
October 12-13, 2017	Edmonton, AB	Attend Provincial SAO/Provosts meeting	\$ -	\$ 255	\$ -	\$ 43	\$ -	\$ 298
Notes:								
November 10-18, 2017	Guadalajara, Mexico	Attend meetings with government and university officials	\$ 1,706	\$ 41	\$ 2,045	\$ 160	\$ -	\$ 3,952
Notes:								
February 28 - March 2, 2018	Victoria, BC	Attend WestVAC Conference	\$ -	\$ -	\$ -	\$ -	\$ 525	\$ 525
Notes: Additional expenses will be posted in a future disclosure.								
April 4-8, 2018	Boston, MA	Attend Ashoka U Exchange	\$ -	\$ -	\$ -	\$ -	\$ 916	\$ 916
Notes: Additional expenses will be posted in a future disclosure.								

**Notes: (All amounts are inclusive of taxes (GST, etc.))**

[1] Transportation includes public transportation, rental cars, taxi/car service, parking and mileage (on a KM basis as per MacEwan University policy)

[2] Includes either receipted or per diem expense as submitted

[3] Includes conference and professional development registration fees and other miscellaneous travel expenses

### 2. Hosting

This section includes all reimbursable expenses for events for which the **primary purpose is to host (entertain) external individuals** such as donors, government officials, visiting speakers etc. May include university staff as deemed appropriate to their positions.

**(No Report)**

### 3. Working Sessions

This section includes all reimbursable expenses for events and meetings **attended primarily by university staff**. May also include external individuals such as consultants, facilitators who are required to attend.

Dates	Location	Purpose	No. of attendees	Total
September 22, 2017	Edmonton, AB	Working session with Dean	2	\$ 49
September 28, 2017	Edmonton, AB	Luncheon meeting with MacEwan eCV project members	10	\$ 156
October 10, 2017	Edmonton, AB	Working session with Dean	2	\$ 48

The submitting officer certifies that the above information is accurate and fully discloses all relevant expenses reimbursed for the period indicated. (Officer signature on file).